

# DSEU

## Assignment No.1 - Creating a Resume

As a college student, you may think that you don't need a resume until you are about to graduate from college and begin your search for a full-time job. From getting into college to obtaining a part-time job, a resume is essential because college recruiters and employers alike want to see a brief summary of your abilities, education, and experiences.

Any potential employer, admissions counselor, and/or volunteer recruiter should be able to derive three (3) skills and three (3) experiences that would make you unique to the position you are applying for.

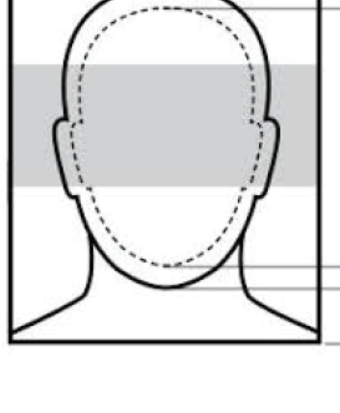
### Important TIPS when composing your resume for this assignment:

- **Not more than one full page.** Keep it short.
- **Customize your objective.** An objective lets potential employers know your main goal. For example, your objective may be "To obtain a part-time sales position with Hollister." So imagine a company. The name of the company should start with the ***first alphabet of your own name***
- **What if you do not have any work experience?** Consider listing volunteer work and/or school related experiences, such as laying out copy for a yearbook, tracking equipment for a sports team, creating programs for a school event or something similar. Anything that might be considered a task associated with the work environment is fine to use on your resume. Anyway, ***do not leave it blank*** - put a dummy work experience for this assignment purpose.
- **List your accomplishments.** Accomplishments are probably the most important things you can list on a resume because it shows that you worked hard, were involved and got things done.
- **Use keywords.** (*Use this TIP when you're ready to submit a real resume to a real job posting.*) Most companies use applicant-tracking software, which scans resumes for keywords relating to skills, training, degrees, job titles and experience. Make sure your resume gets through this preliminary screening... use the same keywords on your resume as the qualifications listed on the company's job posting. (Remember to use only the qualifications/keywords that you actually possess.)
- **Proofread everything to make sure there are NO mistakes.** It is highly recommended you have someone else read your resume to look for errors, typos and grammar mistakes. Any mistakes are usually the first things an employer looks for to eliminate you from the hiring process.
- **Never lie on your resume.** Any non-truths stated on your resume could result in immediate firing and will ruin your reputation.

### Assignment Instructions:

1. Do some brainstorming and job search notes to complete the "Updated Rough Draft Resume" on page 2 below. Use the *Sample Resume* as a guide in creating your updated resume. Use dummy (but actual names and figures) data to fill in your information.
2. Use the tips above to help you update your resume to be ready for a new job.
3. Use of Corporate fonts only (non-decorative)
4. Headers must be bold.
5. Add name, address, phone number, and email address at the top of the page. Each item should be on its own line and centered horizontally
6. The name of the company in your experience should start with the **first alphabet of your name**
7. If your **FIRST** name has **EVEN** number of letters, List your Experience and then your qualifications,
  - a. If your **FIRST** name has **EVEN** number of letters, then align your passport size image left to your contact details.
8. And if your **FIRST** name has an **ODD** number of letters, List your Qualifications first and then your Experience.
  - a. If your **FIRST** name has an **ODD** number of letters, then align your passport size image right to your contact details.
9. Note: None of your important section/information should break between two pages.

### Appendix: Assignment Sample



**First Name**

**Mobile:** 9123xxx459

**Email Id:** Name12xxx@gmail.com

**Address:** Your complete address along with zipcode

#### Career Objective

What is your career objective, describe in few lines.

#### Educational Qualification

| Qualification      | Year | Grade | Institution |
|--------------------|------|-------|-------------|
| Put Education here |      |       |             |
| Put Education here |      |       |             |
| Put Education here |      |       |             |
| Put Education here |      |       |             |

#### Experience

My total experience is of 2 years, the details of which are mentioned below:

| Company Name                        | From - To(Year) | Position held  |
|-------------------------------------|-----------------|--|
| Name of company as per instructions | YY - YY         | Put name of the position you have worked here, e.g., manager |
| Name of company as per instructions | YY - YY         | Put name of the position you have worked here.               |

#### Professional Skills

- Use bullet points to put up your skill sets as a list

#### Portfolio(Project Work)

Details plus link to your linkedin or websites where you have uploaded your portfolio

#### Hobbies

- Hobby 1
- Hobby 2

#### Personal Details

DOB : Date

Gender : \_\_\_\_

Languages known : \_\_\_\_\_

**Declaration:** \_\_\_\_\_

Date

Signature

### Evaluation Criteria

#### Measurement Criteria I (10)

1. Title
2. Photograph
3. Name
4. Phone Number
5. Address
6. eMail
7. Objective
8. Education
9. Experience
10. Hobbies

#### Measurement Criteria II (10)

1. Name of company starts with first alphabet of students name
2. Photograph Alignment
  - a. Students first Name (EVEN letters) - PP photo Left Aligned to contact credentials
  - b. Students first Name (ODD Letters) - PP photo Right Aligned to contact credentials

#### Design Criteria (20)

1. Text Formatting (Para, Bullets, Alignment)
2. Font Usage(Type, Size, Color, Weight, Style)
3. Table Formatting
4. Appeal(Document Look)